



City of Alpharetta Office of Special Events

Janet Rodgers, Director

Phone: 678-297-6078

Fax: 678-297-6381

Email: jrogers@alpharetta.ga.us

**Two South Main Street
Alpharetta, GA 30004**



City of Alpharetta Community Special Events Procedures

MAYOR

Arthur Letchas

COUNCIL

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Jim Matoney

Jim Paine

CITY ADMINISTRATOR

Robert Regus

City Hall

Two South Main Street

Alpharetta, Georgia 30004

678 / 297-6000

<http://www.alpharetta.ga.us>

24-Hour Information

678 / 297-6015



Approval from the City of Alpharetta is required for any community special event or activity to be held in the City on a public street, sidewalk, alley, park, or greenway, which does not comply with normal, and usual traffic regulations or controls.

A request for approval, which includes the following items, must be filed with the Special Events Director 30 days prior to the special event date(s) requested. You will be contacted within 10 working days after receipt of all paperwork needed to process the request as to whether the request was approved or denied. This procedure ensures a well-planned, organized and safe event happening in the City of Alpharetta. The address for the Special Events Office is Two South Main Street, Alpharetta, GA 30004.

1. **Completed Community Special Events Application.** (Send to Janet)
2. **Confirmation Letter from the Alpharetta Police Department** stating that security has been arranged for the special event. (Contact Sergeant Jim Little, who coordinates Police Officers, at 678-297-6330)
3. **Confirmation Letter from Alpharetta Fire Department** stating that EMT's will be on site during the special event. (Contact Jim Cheatham, who coordinates EMT's, at 678-297-6270)
4. **Confirmation Letter from Alpharetta Engineering/Public Works Department** stating that the City of Alpharetta's Public Works Department has made arrangements to close the roads properly for the special event. (Contact John Maloney, Traffic Engineer Technician, at 678-297-6200)
5. **Confirmation Letter from Alpharetta Recreation & Parks Department** stating that the Recreation and Parks Department has been notified that the special event will be held on the Greenway or in an Alpharetta Park. (Contact Lisa Cherry, Recreation Services Manager, at 678-297-6162)
6. **Permits for signs and banners** to be placed in public and private areas. (Contact Community Development Office at 678-297-6070)
7. **Communication Plan** outlining steps to be taken to inform the residents and businesses about the special event and let them know how they will be impacted. (Send to Janet)
8. **Certificate of Insurance** (General liability covering bodily injury, including death, personal injury and property damage, with limits of not less than \$500,000 Combined Single Limit (CSL) per occurrence, and including the following supplemental coverage or endorsements; a) if alcoholic beverages are to be sold or served, Liquor Liability, with limits of not less than \$500,000 CSL per occurrence; b) if food or food products are to be sold or served, Products Liability, with annual aggregate limits of not less than \$500,000 for the event in the amount of no less than \$500,000). (Send to Janet)
9. **Release and Indemnity Agreement** signed, dated and returned. (send to Janet)

If you have questions, or need further clarification, please contact Janet Rodgers, Special Events Director, at 678-297-6078 or by e-mail: jroddgers@alpharetta.ga.us.



City of Alpharetta Community Special Events Application

Personal Profile

Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Fax number: _____
E-mail address: _____ Other: _____

Information/History

Official Name of Event: _____
If event is a Road Race, give the distance of the race: _____
Number of year's event has been in existence: _____
Number of participants: _____
Past location(s) of event: _____
Does this event benefit a non-profit organization/charity? Yes ___ No ___ If yes, name the organization(s): _____
What is the % going to each beneficiary? _____
Event date(s) requested: First Choice: _____ Second Choice: _____
Start time: _____ End time: _____
Staging locations (start/finish): _____
Route/Location requested: North Point Pkwy _____ Old Milton Pkwy _____ Windward Pkwy _____
Do you have a minimum of \$500,000 Liability Insurance Policy on event? Yes ___ No ___
Emergency Medical Personnel on site? Yes ___ No ___, If yes, how many? _____
Will you have signs/banners for event? Yes ___ No ___, If yes, how many? _____
Locations requested for signs/banners: _____

Will you have food at the event? Yes ___ No ___, If yes, how many food vendors? _____ (see Special Events Guidelines-Food Section)

Event Representative:

Date:

I certify that the above information is correct to the best of my knowledge.

Event Organizer must be over 21 years old

To be completed by Special Events Director:

Items listed below must be turned in to the Special Events Director 30 days prior to date requested for road race/event in the City of Alpharetta. Event organizer will be contacted within 10 working days after receipt of all paperwork needed to process the request as to whether the request has been approved or denied.

- | | | |
|--|-----------|----------|
| 1. Completed Community Special Events Application | Yes _____ | No _____ |
| 2. Confirmation Letter from Alpharetta Police Department | Yes _____ | No _____ |
| 3. Confirmation Letter from Alpharetta Fire Department | Yes _____ | No _____ |
| 4. Confirmation Letter from Alpharetta Engineering/
Public Works Department | Yes _____ | No _____ |
| 5. Confirmation Letter from the Alpharetta Recreation and Parks
Department if special event is held on Greenway or in an
Alpharetta Park | Yes _____ | No _____ |
| 6. Permits for signs/banners | Yes _____ | No _____ |
| 7. Communication Plan to inform public impacted by the event | Yes _____ | No _____ |
| 8. Copy of Certificate of Insurance on special event
(\$500,000 minimum) | Yes _____ | No _____ |
| 9. Signed Release and Indemnity Agreement form | Yes _____ | No _____ |

Request Approved: ___ Request Denied: ___

Special Events Director: _____ Date: _____

City of Alpharetta Community Special Events Guidelines

Policy Statement

Community special events facilitate opportunities to promote tourism, showcase local talent, draw first time visitors, contribute to the economy of the community and revitalize downtown and surrounding areas.

The City of Alpharetta recognizes such needs and the benefits and opportunities made available through community special events. Therefore the City's purpose is to facilitate within the community the accessibility to promote, coordinate and/or participate in community special events.

Definitions. (Sec. 18-36)

For the purpose of this article, the following words and phrases shall have the respective meanings ascribed to them by this section:

Motorcade

Motorcade means an organized procession containing twenty-five (25) or more vehicles, except funeral processions, upon any public street, sidewalk or alley.

Parade

Parade means any march or procession consisting of people, animals or vehicles or combination thereof, except funeral processions, upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations or controls.

Special Event

Special Event means any activity that occurs upon private or public property that will affect the ordinary use of public streets, rights-of-way or sidewalks. This includes but not limited to, fairs, festivals, foot runs and bicycle runs.

Permit required. (Sec. 18-37)

No person or organization shall conduct a parade, motorcade or special event within the city or knowingly participate in any such parade, motorcade or special event unless and until a permit to conduct such parade, motorcade or special event has been obtained by the Special Events Director, or, as hereinafter provided, from the city council.

Parade, motorcade, or special event for commercial purpose prohibited. (Sec. 18-38)

No permit shall be issued authorizing the conduct of a parade, motorcade or special event which the Special Events Director finds is to be held for the primary purpose of advertising any product, goods, wares, merchandise or event and is designed to be held primarily for private profit. Otherwise, permits shall be issued on a nondiscriminatory basis.

Interference with parade, motorcade or special event. (Sec. 18-39)

No person shall knowingly join or participate in any parade, motorcade or special event conducted under permit from the Special Events Director in violation of any of the terms of the permit, nor knowingly join in or participate in any permitted parade, motorcade or special event without the consent or over the objection of the permittee, nor in any manner interfere with its progress or orderly conduct.

Permit application and fee. (Sec. 18-40)

A completed application for a permit shall be submitted to the Special Events Director with a nonrefundable application fee of fifty dollars (\$50.00) no later than thirty- (30) days prior to the proposed event. The Special Events Director may, in his or her discretion, consider an application for a permit, which is filed less than thirty- (30) days prior to the date of the event.

Standards for issuance or denial of permit. (Sec. 18-41)

The Special Events Director may deny a permit upon reasonably determining that:

1. The event will disrupt traffic within the city beyond practical solution;
2. The event will unreasonably interfere with access to fire stations and fire hydrants;
3. The location of the event will cause extreme hardship to adjacent businesses or residents;
4. The event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city;
5. The event will interfere with another event for which a permit has been issued; and
6. The applicant refuses to sign the permit indicating his or her willingness to abide by or comply with the provisions of this article and the conditions set forth in the permit.

Sanitation and clean up. (Sec. 18-45)

A permit may be issued only after adequate waste disposal facilities have been identified and obtained by the permittee. Permittee will clean the rights-of-way of rubbish and debris, returning the rights-of-way to their previous conditions, within twenty-four (24) hours of the conclusion of the event. If the permittee completes the clean up in a timely manner, the clean up cost deposit shall be refunded. If the permittee fails to clean up such refuse, the city may perform the clean up and the clean-up cost deposit shall be forfeited.

Release and Indemnity

Each applicant must execute the attached release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior and underwrite any damage due to their use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

Insurance (see attached Guidelines for Obtaining a Certificate of Insurance)

A comprehensive liability insurance policy with at least five hundred thousand dollars (\$500,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the CITY OF ALPHARETTA, specifically and separately, as an additional insured under the policy. **Do not include any specific department or person.** A certificate of insurance is to be provided to the Special Events Director no less than thirty (30) days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia and have a Class B or better rating. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Alpharetta must be notified by *certified mail*.

Restroom Facilities

For any event 4 hours or more in length, portable toilets are required. One toilet per 200 persons is the ratio to determine the number needed. In cooperation with the Americans with

Disabilities Act, at least one portable toilet is to be handicap accessible. It is the organizer's responsibility to make all arrangements (drop-off & pick-up) and pay any fees.

Electricity

Specific requirements for the use of electricity must be submitted with the application. Electricity is unavailable without written permission from the director of Special Events. *The City withholds the right to require an additional charge for electricity based on electric meter readings taken prior to and following each event.*

Sound System

The City sound system and equipment are not provided. The Special Events Director must be notified in writing of any intended use of a sound system during the event. Permitted hours for music and/or entertainment: 7:00 a.m. to 11:00 p.m. The City maintains a noise ordinance that must be adhered to.

Alcohol

Alcohol consumption is prohibited unless otherwise authorized by City of Alpharetta Alcoholic Beverage Ordinance.

Tables and Chairs

Tables and chairs are permitted in the Milton Square City Park in downtown Alpharetta. A layout of the event including the tables and chairs locations must be submitted with the application. Approval will be given prior to the event. The City does not provide tables and chairs. Flooring on grass areas is not permitted.

Fire Safety Plan

The department of Alpharetta Fire and Emergency Services will review applications for Special Events. When a fire official determines that the gathering of persons will impact the provision of public safety services, Alpharetta Fire and Emergency Services will prescribe a plan for the provision of safety services. Applicants will be required to include any additional information required by Alpharetta Fire and Emergency Services including, but not limited to: a layout of the event area including road closures; parking plans; vendor set-up (particularly food concessions); and, the need for law enforcement, fire and emergency medical services. The plan, developed by fire officials, shall be complied with and is enforceable under provisions of the Alpharetta City Code.

Food Sales

Food sales, if event is held in downtown Alpharetta, must not compete with restaurants in downtown Alpharetta. Any food sales must be included in the application. All vending equipment must remain on brick, concrete or asphalt areas. ***NOT ON THE GRASS.*** No cooking permitted in the Milton Square City Park in downtown Alpharetta or on the sidewalk. All food vendors are responsible for contacting the Fulton County Environmental Health Department at (404) 730-1352 at least two (2) weeks prior to the event to obtain a temporary food services permit for Fulton County. (see attached Fulton County Food Vendor Packet)

Alteration to Public Areas

Alterations to Public facilities including the attaching of decorations and displays are not permitted unless written permission has been given from the director of Special Events. Construction and installation of special service facilities must be approved in writing prior to the event. Damage to any structure or plant material will be billed to the organization at replacement costs plus labor. *The City withholds the right to regulate placement and method of placement of items or structures in any public area.*

Prohibited Practices

- Games of chance, gambling and raffles
- Direct solicitation of funds
- Fireworks
- Alcohol – see above
- An activity or practice that would violate or alter the passive nature of Public areas
- Any activity which violates Federal, State or City law, code or policy

Application Process

No person or organization shall conduct a parade, motorcade, or special event within the city or knowingly participate in any such parade, motorcade, or special event unless and until a permit to conduct such a parade, motorcade or special event has been obtained from the Special Events Director. The Special Events Director must receive a completed special events application with backup information and fees no less than thirty (30) days prior to the event. Mail to: City of Alpharetta, Special Events Director, Two South Main Street, Alpharetta, Ga 30004

The application fee of fifty- (50) dollars is non-refundable and should be included with the application. If the event is approved the clean-up deposit of a hundred (100) dollars will then be due. The clean-up deposit will be returned pending the public area requested is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and in denial of future applications.

Phone Numbers

Special Events Director, Janet Rodgers	(678) 297-6078
Alpharetta Police, Jim Little	(678) 297-6330
Alpharetta Fire, Jim Cheatham	(678) 297-6270
Alpharetta Community Development	(678) 297-6070
Alpharetta Public Works/Engineering, John Maloney	(678) 297-6200
Alpharetta Recreation & Parks, Lisa Cherry	(678) 297-6162

**CITY OF ALPHARETTA
RELEASE AND INDEMNITY AGREEMENT**

In consideration of participation in said special event the undersigned organization/business/group/individual hereby agrees and warrants that they shall release, defend, indemnify and save harmless the City of Alpharetta, its officers, directors, employees, and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the special event or related activities, regardless of whether arising from the negligence or wrongful acts, errors or omissions of the City of Alpharetta.

Without limiting the generality of the foregoing, the undersigned organization/business/group/individual agrees that they shall reimburse the City of Alpharetta for legal fees and other costs incurred in the City of Alpharetta's defense of such claims of litigation. The City of Alpharetta shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The undersigned organization/business/group/individual acknowledges that the agreement hereby releases and discharges the City of Alpharetta, its officers, directors, employees and agents of any and all claims relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the said special event. I do hereby covenant with the City of Alpharetta that I, my heirs, executors, assigns and transferees will never at any future time sue the City of Alpharetta for on account of any claim for damages arising out of my participation in the said special event whether such claims arise by negligence of the City of Alpharetta, its employees or agents, or by the negligence of any other participant.

It is further agreed and understood that said participation in the special event is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Alpharetta, its officers and members.

This is the _____ day of _____, 20____.

NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

INDIVIDUAL RESPONSIBILITY _____

(Signature)

CITY OF ALPHARETTA

GUIDELINES FOR OBTAINING A CERTIFICATE OF INSURANCE

Before your permit can be approved, your organization/company must provide the City with a Certificate of Insurance. Please review the following guidelines to help you obtain a certificate in a form acceptable to the City Attorney.

1. A comprehensive liability insurance policy with endorsement with at least five hundred thousand (\$500,000) combined single-limit coverage per occurrence for bodily injury and property damage shall name the City of Alpharetta, specifically and separately, as an additional insured under the policy. **Please do not include any specific department or person.**

Effective date of policy is listed on the certificate must cover all dates requested on the permit. The certificate must list the name and the address of the company issuing the policy. Also, the name of the first named insured as it appears on the certificate should be the same name listed on the City permit as organization or company applying for said permit.

2. A separate endorsement page shall be included with the certificate. The endorsement legally modifies the policy to insure the City of Alpharetta. Consequently, the endorsement must include the City under "Name of Person or Organization".
3. The insurance company issuing the certificate must have a B-rating as listed in A.M. Best's Key Rating Guide for insurance. This book gives an up-to-date rating of all insurance companies.

The issuing company as indicated on the certificate must also be licensed to do business in the State of Georgia. Surplus line carriers are not acceptable. The Best's Key Rating Guide also has a section that lists companies and the states they are licensed to do business in. The City also relies on the office of the States Insurance Commissioner concerning companies licensed to do business and the forms of insurance they are authorized to issue.

4. The company providing the insurance must provide at least 30 days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. The failure to provide or maintain insurance shall be considered a material breach of any permit for which it was issued.
5. An original copy (FAX copies are not acceptable) of the certificate of insurance and endorsement must be submitted to the Special Events Director at least 30 days in advance of your first date of proposed usage. This will ensure adequate time for review by the City Attorney.
6. Once approved, you will be notified. The original certificate and endorsement will remain on file with the City as long as the policy is in effect.

If you have questions, please contact the Special Events Director at (678) 297-6078 for assistance.

Fulton County Special Events Food Vendor Package

Contact:

**Ed Smith-North District Supervisor
770-640-3053(P)
770-641-6708(F)
2181 Strickland Road
Roswell, Ga 30075**

**Fulton County Department of Health and Wellness
Environmental Health Services
99 Jesse Hill Jr. Dr. SE, Room 101
Atlanta, Ga 30303
Phone 404-730-1301 Fax 404-730-1304**

FULTON COUNTY DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES
OFFICE OF SPECIAL EVENTS
APPLICATION PROCEDURE FOR TEMPORARY FOOD SERVICE

- Complete and submit application to the organizer at least 30 days prior to the event, to include:
 - Name of the temporary food concession
 - Organizer with address and phone number
 - Dates and times of operation
 - Food to be served
 - Booth Design

- Submit all permit and plan review fees to the organizer at least 15 days prior to the event or a late fee will be charged. Only a single business check, cashier check or money order will be accepted (see enclosed fee schedule)

- Concessionaries must comply fully with the correct Food Service Article.

FULTON COUNTY DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES
OFFICE OF SPECIAL EVENTS

SPECIAL EVENT FOOD VENDOR CHECKLIST

(All items must be met before a permit is issued)

Booth Design

- All booths must be totally enclosed and structurally sound.
- The floors in the booth must be easily cleanable in good repair and treated to control dust.
- Service windows and doors must remain closed when not in use.
- Barbecue set-up must meet fire department standards and Health Department regulations. Grills and fryers must be in a completely enclosed booth.

Food Protection

- Protective shields must be provided to prevent exposure of food items to customer contamination due to coughs and/or sneezes. Beer trailers must provide air curtains for protection of taps.
- All food and supplies must be stored at least 6-8 inches off of the floor.
- Facilities need to be provided to maintain product temperature.
- Potentially hazardous food must meet the following temperature requirements:
 - Cold foods must be held at 41°F or below
 - Hot foods must be held at 140°F or above
- Handling of food should be minimized. Ice scoops must be used to dispense ice and must be stored on a clean, dry surface or in the ice with the handle extended. Ice cream scoops must be provided in the individual ice cream containers to dispense ice cream. Scoops must be cleaned and sanitized as often as needed to prevent contamination.
- No outdoor food preparation, storage, or service is allowed. Food prep must be done prior to cooking at an approved establishment or a food prep sink provided in booth on site.

Personnel

- Hand washing facilities must be designed to include a container to dispense warm water for hand washing with a flip cap. Push button dispensers are prohibited. A bucket must be provided to catch all wastewater. Soap and paper towels must be provided at this station.
- Personnel with infections must be restricted.
- No eating, drinking, or smoking is allowed in any food booth.
- Clean clothes and hair restraints must be allowed at all times in the food booths.

Equipment and Utensils

- All single service forks, knives, and spoons must be pre-wrapped unless they are provided with the plate of food from the server.

Water Supply

- Potable water must be available for food preparation, equipment cleaning, and hand washing.

Garbage And Refuse Disposal

- All containers must be covered, adequate in number, insect and rodent proof, and provided in a clean area.

Repeated violations of the temporary food service regulation or the presence of an imminent health hazard will result in suspension of your permit upon service of a legal notice. The booth will be closed by the Fulton County Health Department until such time as necessary corrections are made, the booth reinspected, and permit reissued.

FULTON COUNTY DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES
OFFICE OF SPECIAL EVENTS
FEE SCHEDULE

SERVICE	FEE
FOOD VENDOR PLAN REVIEW	\$30/VENDOR
FOOD VENDOR PERMITS/INSPECTIONS LOW RISK FOODS= HIGH RISK FOODS=	\$15/DAY \$30/DAY
CHARITABLE ORGANIZATIONS FOOD SERVICE PERMIT	\$0
LATE FEE FAILURE TO SUBMIT APPLICATION AND PAYMENT AT LEAST 15 DAYS PRIOR TO THE PLANNED EVENT.	DOUBLE ALL FEES

FULTON COUNTY DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES
OFFICE OF SPECIAL EVENTS
TEMPORARY FOOD SERVICE APPLICATION
PLEASE RETURN THIS PORTION TO THE SPECIAL EVENTS ORGANIZER

NAME OF TEMPORARY FOOD CONCESSION

BUSINESS OWNER'S NAME

PHONE NUMBER

BUSINESS OWNER'S ADDRESS

CITY

STATE

ZIP

AUTHORIZED AGENT

PHONE NUMBER

DATE OPERATION TO BEGIN

DATE OPERATION TO END

SET-UP TIME

The undersigned hereby applied for a permit to operate a Temporary Food Service Establishment pursuant to the Fulton County Code of Ordinance, Chapter 3, Article V., Food Service and hereby certifies that he has received a copy of the current Food Service Regulation.

SIGNED

State whether business or authorized agent*

DATE

**Authorized Agent means the person to whom the business owner has delegated authority for the overall management of the food service establishment.*

NAME OF
EVENT

LOCATION OF
EVENT

FOOD TO BE
SERVED

Enclose booth design (see attached forms)

FULTON COUNTY DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES
OFFICE OF SPECIAL EVENTS
TEMPORARY FOOD SERVICE BOOTH INFORMATION
PLEASE RETURN THIS PORTION TO THE SPECIAL EVENT ORGANIZER

1. **How will you provide temperature control for food in the booth?**

2. **How will you provide temperature control during transportation of food?**

3. **Hand washing facilities must be provided in the booth:**
A container to provide warm running water for hand washing must be available.
Example: insulated thermos with spigot, coffee urn, etc. Soap (pump type liquid is recommended), paper towels and a bucket to catch wastewater are required.
4. **Sanitizer must be provided in the booth:**
A separate bucket of sanitizer must be available for rinsing and storing wiping cloths. Wiping cloths are to be used for sanitizing any food contact surface such as cutting boards. Ex: 1 teaspoon of liquid household bleach per 1 gallon of cool water.
5. **How far from the booth are dishwashing facilities? Describe the facilities.**

6. **How will you dispose of wastewater? Describe the facilities.**

7. **How will you dispose of garbage? Describe the facilities.**

8. **Important: Please include a sketch of the booth design indicating location of all equipment, including a description of floors, walls, and ceilings.**

The undersigned hereby applied for a permit to operate a Temporary Food Service Establishment. I have read and understand all temporary food booth information.

Signature of Person in Charge

FOOD PREPARATION AND MENU

PRE-COOKING, THEN COOLING & REHEATING OF FOOD IS DISCOURAGED

Many outbreaks of food borne illness are caused by improper handling of foods in these stages of preparation.

Menu: List all menu items. Only food items listed are approved for service. Any changes must be approved prior to the event.

List each potentially hazardous food and beverage item and list in number order which preparation procedure will occur for each item.

AT THE APPROVED KITCHEN:

Food Ex: Chicken	Thaw 1	Cut,Assemble 2	Cook	Cool	Cold 4	Reheat	Portion 3	Transportation 5

AT THE BOOTH:

Food Ex: Chicken	Thaw	Cut,Assemble	Cook 2	Cool	Cold 1	Reheat	Hot Holding	Other/services 3

NOTE: If your procedures do not fit these charts, please use a separate sheet of paper and attach to the application.